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AFFIRMATIVE ACTION PLAN

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MONTANA DEPARTMENT OF TRANSPORTATION
Civil Rights Bureau
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2003 AFFIRMATIVE ACTION PLAN

Including 2002 AAP Accomplishments

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INTRODUCTION

The annual Affirmative Action Plan is prepared by the Civil Rights Bureau (CRB) Montana Department of Transportation (MDT).

The CRB has a direct line of access to the Director and Administrative staff of the Agency, but is assigned to the Human Resources Division for administrative purposes.

The Civil Rights Bureau Chief is responsible for the Agency's Title VI, Title VII, DBE, DBE Supportive Services, and ADA programs, as well the EEO Contract Compliance and Labor Compliance programs. The Bureau Chief directly supervises the ADA/DBE Program Manager, the DBE Supportive Services Manager, a DBE Compliance Specialist, two Compliance Specialists who handle Labor/EEO Contract Compliance and Title VI Compliance and one Administrative Support person.

The Affirmative Action Plan is divided into two sections:

PART I – The Contract Compliance Section

This section describes the EEO related contract compliance activities of the CRB Contract Compliance Staff.

PART II - The Internal Compliance Section

This section describes the internal EEO activities for 2003 and action items for 2004.

Affirmative Action Plan – PART 1

A. Compliance Procedures

The FHWA 1392 Report was forwarded to FHWA on August 22, 2003. Data compiled from the 1392 reports from 1997 to present are being used to establish baseline figures for female and minority participation in selected classifications on federal-aid highway construction projects. Current year information is compared to the base to identify trends. The 1392 report information only represents one work week out of a construction season. None-the-less it remains the only consistent source of categorical data. It is assumed that given a sufficient longitudinal accumulation of data that yearly variances will yield to general trends of increasing reliability.

Minority and female workers are tracked in the Operator, Truck Driver, Carpenter and Laborer Classifications. Data for 2003 female operators is compared to the average percentage of female operators over the recorded years. That information is charted and graphed and included in this report.

Female participation by classification is generally steady. The yearly variations are not statistically significant with the exception of female laborers. Female laborers remain seven percent below the baseline, though they show a one percent per year increase in participation since 2001.

Females comprise fourteen percent of the federal-aid highway construction workforce. When compared to the OFCCP guideline of 6.9%, Montana has twice the female participation than would be statistically assumed from the OFCCP guideline.

Minority participation by classification is generally below the 1392 baselines by category. The carpenter classification is the exception. Generally the minority participation percent has decreased over the seven years of baseline data. The reasons for this are unknown. This trend may be subject to further study.

Minorities make up nine percent of the federal-aid highway construction workforce. Montana has over twice the minority participation than the OFCCP guideline of 4.1% assumes.

On the Job Training tracking has been redesigned to establish a way of acquiring statistical data on the success of OJT trainees. There is only five years of data, so there is limited basis for drawing conclusions. However, the 65% success rate is significantly higher than the working hypothesis of a 50% success rate. Eliminating the high and low recorded percentages and computing a numerical average of the remaining three years yielded the 65% success rate. (See the graphics on the following page)

A random survey of 12 prime contractor EEO Officers provides three main reasons a trainee leaves the program: (1) trainees leave for employment opportunities closer to their home community; (2), trainees are terminated from their employment for violating company policy the law; and, (3) trainees leave for undisclosed personal reasons.

Under consideration in the study of trainee retention is a refinement of the statistical analysis to include rates of program completion by gender and nationality. A preliminary analysis of data from field reports suggests that given gender and race, Native American females are least likely to quit. White females, white males follow that group, with Native American males most likely to terminate OJT training. Subsequent study will focus on proving or disproving this perception.

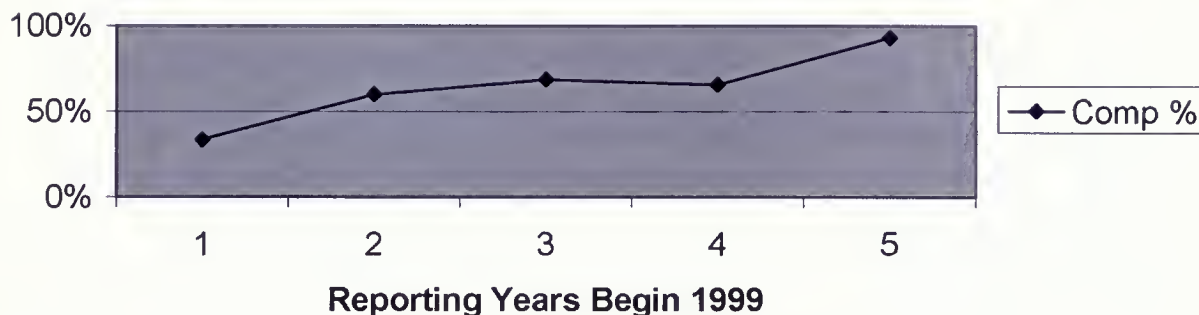
EEO-5 FIVE YEAR REPORT

Year	Classification	Tot. # Employed	# Females	% Females	# Minorities	% Minorities
1997	Operator	426	23	5%	69	16%
	Truck Driver	183	18	10%	25	14%
	Carpenter	41	0	0%	7	17%
	Laborer	605	130	21%	85	14%
		1255	171	14%	186	15%
1998	Operator	337	24	7%	56	17%
	Truck Driver	193	28	15%	40	21%
	Carpenter	46	0	0%	5	11%
	Laborer	574	183	32%	120	21%
		1150	337	29%	221	19%
1999	Operator	851	66	8%	125	15%
	Truck Driver	510	78	15%	89	17%
	Carpenter	44	0	0%	5	11%
	Laborer	1092	410	38%	229	21%
		2497	554	22%	448	18%
2000	Operator	478	41	9%	74	15%
	Truck Driver	433	82	19%	94	22%
	Carpenter	61	2	3%	7	11%
	Laborer	857	252	29%	186	22%
		1829	377	21%	361	20%
2001	Operator	563	47	8%	94	17%
	Truck Driver	540	38	7%	77	14%
	Carpenter	70	4	6%	5	7%
	Laborer	557	105	19%	110	20%
		1730	194	11%	286	17%
2002	Operator	513	43	8%	38	7%
	Truck Driver	371	59	16%	61	16%
	Carpenter	54	2	4%	2	4%
	Laborer	540	108	20%	98	18%
		1478	212	14%	199	13%
2003	Operator	532	48	9%	43	8%
	Truck Driver	308	36	12%	35	11%
	Carpenter	69	2	3%	11	16%
	Laborer	581	124	21%	39	7%
		1490	210	14%	128	9%

O-J-T Tracking

Year	Total Placed	Complete	Incomplete	Continued	Comp %
1999	3	1	2	0	33%
2000	10	6	2	2	60%
2001	32	22	10	4	69%
2002	32	21	11	3	66%
2003	14	13	1	0	93%

Completion Percentage



On the Job Training tracking was reorganized with the intent of establishing a means of acquiring statistical data on the success of OJT trainees. The baseline data extrapolated is below:

Category	Number of Participants	Percentage
Continuing	12	42
Completed	7	25
Quit	8	29
Not Started	1	3

Long Term – Multiple Year Trainees – Special Program

Category	Number of Trainees	Percentage
Current	2	50
Complete	1	25
Quit	1	25

C. Accomplishments

1. Contract Compliance Review Activities for Calendar Year/Construction Season 2003

a. Number of reviews conducted in 2003	44*
b. Number of contractors reviewed	9
c. Number of contractors found in compliance	7
d. Number of contractors found in non-compliance	2
e. Number of show cause notices issued	2
f. Number of show cause notices rescinded	2
g. Number of unresolved show cause notices	0
h. Number of follow-up reviews conducted	1

*The inflated number of compliance reviews in item (a.) above is the result of a statewide review of one subcontractor, Omo Construction Inc. Thirty-six separate evaluations were conducted on projects in five different MDT administrative districts over a four-month period. The Omo Construction EEO Officer was interviewed extensively about the policy and process utilized by the firm to meet a "good faith effort" standard of EEO compliance. Extensive documentation was provided to sustain a determination of in compliance with no noted deficiencies.

Contractor and MDT field staff education is the most valuable tool in the CRB's EEO Contract Compliance Program. Educational opportunities occur at a department annual training conference, at pre-bid conferences, preconstruction conferences, contractor/project manager workshops, construction seminars, compliance reviews, during problem resolution and in regular, on-going communication with contractors and MDT field staff.

Formal contractor training was not conducted this year. That time was used to develop a revised training curriculum for contractor EEO Officers. Plans have been made to conduct special EEO Seminars in each MDT Administrative District. The topic of the seminars will be personnel actions.

2. Contract Sanctions

No EEO Contract compliance sanctions were taken against federal-aid highway contractors in Montana in calendar year 2003.

3. Complaints

No complaints were received.

4. Innovative Programs

Action items planned or calendar year 2003

1. Continue of the multi-project statewide compliance review process
2. Conduct MCA/MDT joint training conferences for contractor EEO Officers
3. Continue to make EEO information available on the Internet.
4. Refine and focus the OJT trainee training hours accountability study
5. Contract with Salish-Kootenai College to provide operator and truck driver training.
6. Implement a recognition and award program for contractors who comply with EEO requirements.
7. Increase the use of computer distance-conferencing (Polycom) for EEO training

The Civil Rights Bureau hired Bill Anderson in November 2002 to manage the EEO compliance of the federal-aid highway maintenance contracting and to assist in EEO compliance of the construction contracting. Mr. Anderson has proven to be invaluable. He has expanded the EEO compliance oversight of the federal-aid highway maintenance to include full EEO presentations at maintenance pre-construction conferences and introduction of new procedures for accurately counting DBE participation in federal-aid highway maintenance projects.

Civil Rights Bureau personnel:

- a) Facilitated an MDT sponsored Native American multi-cultural communication conference
- b) Attended training and practicum in utilization of computer distance conferencing (Polycom)
- c) Presented and attended various training presentations at MDT Training Conference

C. Contract Compliance Review Activities

The EEO compliance review goal for calendar year 2004 is ten formal reviews. Montana's compliance reviews are comprehensive. They include a site visit, labor/EEO interviews with all contractor employees on the job that particular day, a review of the hiring practices of the contracting firms and an in-depth interview of both the project superintendent and the prime contractor's EEO Officer. Any noted deficiencies are time-framed for correction and targeted follow-up inquiries are made for all correctable items.

EEO contractor compliance selection criteria includes but is not limited to; (a) unfamiliar or questionable recruitment, hiring, subcontracting, labor and/or employee practices and (b) history of compliance reviews with a focus on those contractors not having had a review for three or more years. MDT will also consider conducting another statewide, multi-project review. The past two years have provided CRB with the necessary experience to continue multi-project process effectively.



Picture taken by Jim Phillips, CRB, on a compliance review of the Dena Mora Rest Area Project. The pictured employee is a carpenter apprentice working for the prime contractor Bodell Construction, immediately before his ascent of the building under construction.

PART II – INTERNAL PROGRAM

Overall Status

MDT is signatory to three collective bargaining agreements: the Public Employees' Craft Council (PECC, or Crafts), the Montana Public Employees Association (MPEA), and the American Federation of State, County and Municipal Employees (AFSCME). If a vacant position covered by one these agreements is to be filled, it must be posted internally to provide current qualified employees the first opportunity at positions. If there are no qualified internal applicants, then the vacancy announcement is posted externally with State Job Services and minority/female referral sources including tribal TERO offices. In the event of a reduction-in-force, the MPEA supplemental agreement provides a hiring preference for members for up to two years following the date of layoff.

Additionally, MDT is subject to the Montana Veteran's Preference Act, Handicap Preference Act and Montana. The Veterans' and Handicap Preference Acts provide for job preference for externally posted positions.

MDT participates in welfare-to-work programs. Two male and 18 female welfare recipients including one disabled person have worked in headquarters as part of a work experience program. Two have been placed in temporary positions in the last year and a half.

Staff from all five MDT Districts and headquarters participated in specific and individual workshops entitled "Effective Government-to-Government Relations with Native American Tribes". The purpose of the workshops was to provide MDT staff that regularly works with tribal representatives, the tools and skills to work and communicate more effectively with a better understanding of customs and cultural issues.

CRB personnel, and the District Human Resource Specialists routinely meet with identified minority and female referral sources. The purpose of these meetings is broad and ranges from recruitment purposes to providing educational programs. Following are key examples of some of the public relations and other civil rights related activities occurring in the Districts:

Missoula - Bonnie Sedita, Missoula Human Resource Specialist, served on a special committee with the College of Technology, Kalispell, Libby Job Service, and Sage Trucking to develop heavy equipment operator training for displaced mill workers. She also spoke with groups in Kalispell and Libby about upcoming jobs available in the Missoula district.

Recruitment efforts were accomplished at Missoula College of Technology, Job Service and Salish Kootenai Tribal Office and TERO office in Browning, Flathead Valley Community College, Montana Peaks and all referral sources listed in our referral printout. This season, we hired two tribal members as Maintenance Technicians from the Salish Kootenai Reservation, and two from the Blackfeet Reservation.

Ms. Sedita visited with the Salish Kootenai personnel office several times. Two informational workshops were conducted on the SKC campus to provide help in filling out MDT job applications and to answer questions about the large Highway 93 project. One individual applied for a position but was unable to pass the Commercial Driver's License exam.

Great Falls –Jonna Parker, Tero Officer for the Rocky Boy Tribe called to request information about MDT experience requirements for a Maintenance Tech I, II and III. Cheryl Winship, District Human Resource Specialist sent the requirements to her and made a follow up call to answer questions for Ms. Parker .

Ms. Winship and other Great Falls District staff participated in the Employee Expo (Career Fair) at MSU-Great Falls. The turnout was smaller than in the past but Ms. Winship was able to talk to potential job applicants about employment opportunities with MDT. Four Native American MDT employees (one female and three male) from Great Falls attended the Spring and Fall Maintenance Academies.. The "Top Hand for Trailers" was presented to an Asian American male from Great Falls MDT at one of these academies.

On September 11, 2003, Ms. Winship held a formal presentation for the Great Falls District Referral Sources. Seven Referral Sources participated; however, none of the TERO Officers from reservations served by the Great Falls District attended although they had indicated that they would. She explained MDT's mission and hiring processes, and that one of their peak hiring seasons was going to be the end of the month of the presentation. Packets of applications and Basic Math books were provided to help their clients prepare for the selection process. After the presentation the attendees toured the facilities and were asked to provide a short presentation on what they do. Several applications were submitted as a result of this effort, , however, there have been no opportunities to hire these individuals.

Recruiting and hiring females for Maintenance positions continues to be very difficult. Ms. Winship has conducted one-on-one discussions with potential applicants and has provided information to several women, but none seem to be interested in road maintenance work.

Billings - Billings' emphasis this year was Native American recruitment. One on one meetings were held with TERO Officers from the Crow and Northern Cheyenne tribes. As a result, seven applications from Native Americans were received, and four (including one female) were hired. The Northern Cheyenne tribe is interested in setting up an MDT Day at their school that would focus on skills needed in the transportation industry. Both the Billings and Glendive Human Resource Specialists indicated they would begin working on this project right away. The Billings District also participated in the Work Experience program again this year, providing on-the-job training to a male and a female.

Glendive – Jane Bos, Human Resource Specialist, met with Mark Flaherty, Math teacher at Brockton High School on the Ft. Peck reservation. Mark was interested in giving his Math students "real life math applications", specifically, concrete ways of how/why math is needed for jobs. He was especially interested in our survey work. He was given a copy of our practice Math book, Basic Engineering Math Work Book, and a copy of our Maintenance math examples. On April 23, Steve Kelly, Tony Charette and Doug Madison of the Engineering staff presented a classroom training session and a hands on demonstration using math and survey equipment to set points.



Brockton High School Participants

In April, Ms. Bos made a presentation to a class of Miles Community College WoRC clients about MDT job vacancies and the State Application process. Ms. Bos also spoke about building self-esteem and how to prepare for a job interview. The class was made up of 12 women, including 4 Native American women.

As previously stated, the Glendive and Billings Human Resource Specialists met in August with Carrie Braine, TERO Officer for the Northern Cheyenne, regarding recruitment and selection and the possibility of an MDT day at Reservation schools.

On a related note, the Glendive District has hired two male Northern Cheyenne members, one as a permanent Maintenance Tech I (Miles City) and one as a temporary Maintenance Tech I (Ashland Section).

Butte - The Butte District is the only MDT District with no Indian reservations, although there is an active Indian Alliance in the city of Butte. There are also two successful referral sources for women and a Job Corp located in the District. Hiring opportunities for the Butte District have been very limited this past year, however, a black male was hired for a maintenance tech position and a Hispanic male was hired in a supervisory position.

Progress On Action Items from Previous Update

Action Item 2003-1: Background – MDT continues to experience low numbers of minority and female applicants.

Action taken: As indicated previously in this report, four of the five Districts made specific efforts aimed at the recruitment of minorities and females. The Glendive District worked with a reservation school to demonstrate the importance of education in the MDT workforce.

Since January 2002, statistical data indicates an increase of nine Native American employees, primarily in the Skilled Craft category. TERO Officers at various Indian reservations have indicated that it is cost prohibitive for Native Americans and their families to move from their "home areas" to accept employment in State government offices located in Helena. The successes of MDT District Human Resource Specialists' recruitment efforts appear to support that statement in that the positions filled in the last two years are located close to Native American homes and family ties.

Action Item 2003-2: Background – There are seven Indian reservations in Montana. MDT is a statewide agency comprised of five Districts. Four of the five Districts have such reservations located within District boundaries. No cultural awareness training has been provided for the majority of the District employees; a limited amount of effort has been made to provide MDT “cultural” information to the Tribes.

Action taken: MDT contracted with Larry Keown of LDK Associates to organize a program to help FHWA, MDT, and the Tribes gain a better understanding of each other. LDK Associates is a company dedicated to providing educational and consulting services to communities and businesses in the areas of tribal relations, leadership, conflict resolution, intergovernmental working relationships and strategic planning. Mr. Keown met with MDT employees in each District and Headquarters to learn how people perceived the issues of working in Indian country.. With the same objective in mind, Mr. Keown then met with the individual tribal governments. Finally, Mr. Keown brought the appropriate MDT District and Tribal government folks together and facilitated the meeting between them. The program organized by Mr. Keown was outstanding. The meeting resulted in a better understanding of the issues on both sides and created new friendships and working relationships.

Complaints Filed During 2003

Complainant	Basis	Status	Investigating Agency	Location
White Male	Age	Settled **	MDT/HRB	MDT 03-01 GDV
Native American Male	Race	No Cause	MDT	MDT 03-02 BLG
Black Male	Race	Pending	MDT/HRB	MDT –3-03 GTF
White Male	Workplace Harassment (sex)	pending	MDT	MDT 01-4 GDV

** MDT agreed to provide additional training to complainant

INTERNAL APPLICANT FLOW - 2003

Internal applicant flow data is generated when the vacancy announcement for a position is posted internally for the benefit of those employed by MDT.

The internal applicant flow analysis indicates 439 males applied for 112 positions compared to 108 females. Overall, 24% of the female applicants were hired. In those EEO 4 categories for which women applied, it is interesting to note that a greater or equal ratio of female applicants to male applicants were hired in all cases except Technicians. 31 women applied for Technician positions; seven (23%) were hired. 29% of the males who applied were hired. Using EEOC adverse impact guidelines the ratio of hired females to hired males is within acceptable levels.

There were 22 internal Native American applicants compared to 507 white applicants. In the Professional category the ratio of Native Americans hired compared to white applicants is within acceptable EEOC adverse impact guidelines.

In the Skilled Craft category the ratio of Native American applicants is not within acceptable EEOC adverse impact guidelines. Review of the selection processes indicates that the Native American applicants either did not show up for the testing process or failed the testing process. All tests received were job related and did not artificially screen out Native Americans.

Of the seven Hispanic applicants, five were hired in the Professional and Protective Services category. The only Asian applicant was hired in the Professional category. There were two Black applicants; one failed the selection process test and the other was in the wrong union. Bargaining agreements require that first consideration be given to qualified members of the specific union involved before it can be given to members of other unions. MDT is signatory to AFSCME, CRAFTS, and MPEA union contracts.

Statistical data for specific selection processes is available upon request.

2003 MDT INTERNAL APPLICANT FLOW CHART

January 1, 2003-October 15, 2003 missing Sandra Straehl, internal official/administrator , hired in Sept.

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE											S/I = Statistically Insignificant		
EEO CATEGORY	TOTAL APPS.	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKWN	MALE	FEMALE	UNK WN			
OFFICIALS/ADMINISTRATORS													
TOTAL APPLICANTS	8	4	1	0	0	0	3	8	0	0			
NUMBER HIRED	1	1	0	0	0	0	0	1	0	0			
PERCENT HIRED	13%	25%	0%	0%	0%	0%	0%	13%	0%	0%			
ADVERSE IMPACT			S/I				S/I						
PROFESSIONALS													
TOTAL APPLICANTS	214	187	7	5	1	2	12	149	58	6			
NUMBER HIRED	35	29	1	3	1	0	1	20	15	0			
PERCENT HIRED	16%	16%	14%	60%	100%	0%	8%	13%	26%	0%			
ADVERSE IMPACT						S/I			NO				
TECHNICIANS													
TOTAL APPLICANTS	144	141	2	0	0	0	1	113	31	0			
NUMBER HIRED	40	40	0	0	0	0	0	33	7	0			
PERCENT HIRED	28%	28%	0%	0%	0%	0%	0%	29%	23%	0%			
ADVERSE IMPACT		NO	S/I				S/I	NO					
PROTECTIVE SERVICES													
TOTAL APPLICANTS	79	72	2	2	0	0	3	67	8	0			
NUMBER HIRED	10	7	0	2	0	0	1	9	0	1			
PERCENT HIRED	13%	10%	0%	100%	0%	0%	33%	13%	0%	0%			
ADVERSE IMPACT			S/I	S/I			S/I	NO					
OFFICE/CLERICAL													
TOTAL APPLICANTS	9	9	0	0	0	0	0	2	7	0			
NUMBER HIRED	3	3	0	0	0	0	0	0	3	0			
PERCENT HIRED	33%	33%	0%	0%	0%	0%	0%	0%	43%	0%			
ADVERSE IMPACT		NO							NO				
SKILLED CRAFT													
TOTAL APPLICANTS	93	83	10	0	0	0	1	90	3	0			
NUMBER HIRED	27	24	2	0	0	0	1	25	1	1			
PERCENT HIRED	29%	29%	20%	0%	0%	0%	0%	28%	33%	0%			
ADVERSE IMPACT		NO						NO	S/I				
SERVICE MAINTENANCE													
TOTAL APPLICANTS	11	11	0	0	0	0	0	10	1	0			
NUMBER HIRED	5	5	0	0	0	0	0	5	0	0			
PERCENT HIRED	45%	45%	0%	0%	0%	0%	0%	50%	0%	0%			
ADVERSE IMPACT		NO							S/I				

EXTERNAL APPLICANT FLOW ANALYSIS – 2003

External applicant flow data is generated when the vacancy announcement for a position is posted externally to MDT or concurrently internally and externally.

The external applicant flow analysis indicates 533 males applied for 47 positions compared to 213 females. Overall, 7% of the female applicants were hired compared to 12% of the males.

EEO 4 Category analysis indicates that women were generally hired at an acceptable ratio to male applicants in the Technician series and at a higher ratio in the Clerical category. Statistical analysis of the Professional and Protective Services category indicated the possibility of adverse impact. Analysis of testing devices indicated women dropped out at various stages of the selection process but there did not appear to be any identifiable similarities. Testing devices were job related and do not appear to contain artificial barriers for women. Analysis of the Professional categories did not reveal any specific patterns. Women dropped out at the minimum qualification stage as well as during the written test and during interviews and performance tests. Selection processes were randomly chosen and reviewed by the civil rights staff. Those processes reviewed were all found to be job related processes with no criteria that would have an adverse impact on women.

12.5% of the female Native American applicants were hired in comparison to 11% of non-Native American female applicants, while 20% of female Hispanic applicants were hired.

2003 MDT EXTERNAL APPLICANT FLOW CHART

January 1, 2003-October 15, 2003

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE											S/I = Statistically Insignificant	
EEO CATEGORY	TOTAL APPS.	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKNW	MALE	FEMALE	UNKN WN		
OFFICIALS/ADMINISTRATORS												
TOTAL APPLICANTS	0	0	0	0	0	0	0	0	0	0		
NUMBER HIRED	0	0	0	0	0	0	0	0	0	0		
PERCENT HIRED	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
ADVERSE IMPACT												
PROFESSIONALS												
TOTAL APPLICANTS	370	346	4	2	2	0	11	286	83	1		
NUMBER HIRED	38	38	0	0	0	0	00	32	6	0		
PERCENT HIRED	10%	11%	0%	0%	0%	0%	0%	11%	7%	0%		
ADVERSE IMPACT		NO		S/I	S/I			NO		S/I		
TECHNICIANS												
TOTAL APPLICANTS	192	176	5	1	0	0	10	146	45	1		
NUMBER HIRED	30	28	1	1	0	0	0	24	6	0		
PERCENT HIRED	16%	15%	20%	100%	0%	0%	0%	16%	13%	0%		
ADVERSE IMPACT			S/I	S/I				NO	NO	S/I		
PROTECTIVE SERVICES												
TOTAL APPLICANTS	114	99	4	2	0	0	9	93	17	4		
NUMBER HIRED	8	7	1	0	0	0	0	7	1	0		
PERCENT HIRED	13%	7%	25%	0%	0%	0%	0%	8%	6%	0%		
ADVERSE IMPACT								NO	NO			
OFFICE/CLERICAL												
TOTAL APPLICANTS	75	70	3	0	0	0	2	7	68	0		
NUMBER HIRED	2	2	0	0	0	0	0	0	2	0		
PERCENT HIRED	3%	3%	0%	0%	0%	0%	0%	0%	3%	0%		
ADVERSE IMPACT		NO	S/I				S/I		NO			
SKILLED CRAFT												
TOTAL APPLICANTS	1	1	0	0	0	0	0	1	0	0		
NUMBER HIRED	1	1	0	0	0	0	0	1	0	0		
PERCENT HIRED	100%	100%	0%	0%	0%	0%	0%	100%	0%	0%		
ADVERSE IMPACT		S/I										
SERVICE MAINTENANCE												
TOTAL APPLICANTS	0	0	0	0	0	0	0	2	0	0		
NUMBER HIRED	0	0	0	0	0	0	0	0	0	0		
PERCENT HIRED	0%	0%	0%	0%	0%	0%	0%	0	0	0		
ADVERSE IMPACT									0%	0%		

2003 MINORITY/FEMALE HIRING GOAL ACCOMPLISHMENT 1/1/03-10/15/03						
OCCUPATIONAL GROUP	TOTAL		Native American		Other Minority Groups	
	Males	Females	Males	Females	Males	Females
Officials-Admin.	0	0	0	0	0	0
Goal	0	1	1	0	0	0
Nbr. Hired	0	0	0	0	0	0
Goal Accompl.	N/A	N/A	N/A	N/A	N/A	N/A
Professionals						
Goal	0	0	0	0	0	0
Nbr. Hired	32	6	0	0	0	0
Goal Accompl.	N/A	YES	N/A	N/A	N/A	N/A
Technicians						
Goal	0	6	1	2	0	0
Nbr. Hired	24	6	0	1	1	0
Goal Accompl.	N/A	YES	NO	NO	YES	N/A
Protective Services						
Goal	0	2	0	1	0	0
Nbr. Hired	7	1	1	0	0	0
Goal Accompl.	N/A	NO	YES	NO	N/A	N/A
Para-Professionals						
Goal	0	0	0	0	0	0
Nbr. Hired	N/A	N/A	N/A	N/A	N/A	N/A
Goal Accompl.	N/A	N/A	N/A	N/A	N/A	N/A
Office/Clerical						
Goal	0	0	1	1	0	0
Nbr. Hired	0	2	NO	NO	N/A	N/A
Goal Accompl.						
Skilled Craft						
Goal	0	4	0	1	0	0
Nbr. Hired	1	0	0	0	0	0
Goal Accompl.	N/A	NO	N/A	NO	N/A	N/A
Serv-Maint						
Goal	0	1	1	1	0	1
Nbr. Hired .	0	0	0	0	0	0
Goal Accompl.	N/A	NO	NO	NO	N/A	NO

NOTE: The 2002 Affirmative Action Plan did not identify specific goals for minority group persons other than Native American because EEOC guidelines do not require tracking when the available labor force is less than 4%. It has been pointed out that U.S. DOT requirements are different that what EEOC has always required, therefore MDT will establish goals in those areas for 2004 and beyond, even though our available workforce is less than 4% in those areas.

Action Item Planned for calendar year 2004

Action Item 2004-1: Background – MDT continues to experience low numbers of minority and female applicants.

Action to be taken:

- 1. Develop an MDT day at the Northern Cheyenne High School to emphasize the skills needed in the world of work.**

Responsible Officials: Glendive and Billings Human Resource Specialists, CRB Staff

Target Date: Prior to Spring 2004 school completion or at the beginning of the Fall 2004 classes

- 2. Re-establish active, effective lines of communication with Butte District referral sources**

Responsible Officials: Butte Human Resource Specialist, CRB Staff

Target Date: Throughout 2004

Action Item 2004-2: Background -Many MDT employees work in positions where they do not have an opportunity to develop supervisory experience. The Organizational Development Bureau in the Human Resources Division offers a Management Development Program for employees who wish to become supervisors. Successful graduation provides credit that allows the employee to meet the one-year supervisory minimum experience required for most entry-level supervisory positions. Statistical data indicates women and minorities are participating in this class, however, no analysis has been conducted to determine whether they are applying for and successfully moving into entry-level supervisory positions.

Action To Be Taken:

- 1. Develop a tracking system to follow the career advancement of Management Development Program participants for three years following graduation..**

Responsible Officials: MDT Civil Rights and Organizational Development Bureaus

Target Date: 2004, 2005, 2006

- 2 Provide data to Division Administrators and other supervisors identifying under-represented supervisory positions; encourage Administrators and supervisors to identify women and minorities for participation in the Management Development Program.**

Responsible Officials: Civil Rights Bureau

Target Date: 2004, 2005 and 2006

2000 CENSUS

ETHNICITY	POPULATION	PERCENTAGE
White	817,229	90.6%
Black	2,692	0.3%
American Indian, Aleut, Eskimo	56,068	6.2%
Asian	5,161	0.3%
Hispanic	18,081	2.0%

Percentages have been rounded to nearest hundredth

According to 1990 census data, minorities comprise 8.2% of Montana's population. As indicated previously, Montana's largest minority group is Native American. MDT's current employment statistics indicate that 2.3% of the workforce is Native American and 1.3% is comprised of members of other minority groups. Assuming the accuracy of the data provided by the Montana Department of Administration, some under-representation continues to exist for minority group persons.

2000 CENSUS STATISTICAL DATA

OCCUPATIONAL GROUP	MDT WORKFORCE			AVAILABLE LABOR FORCE		UNDER REPRESENTED		# NEEDED FOR PARITY	
	Total	Female	Minority	Female %	Minority %	Female %	Minority %	Female	Minority
<i>Officials/Admin.</i>	16	2	0	25%	6%	Yes	Yes	4	1
<i>Professionals</i>	498	121	6	28%	2%	Yes	Yes	17	12
<i>Technicians</i>	425	66	12	36%	5%	Yes	Yes	85	9
<i>Protective Services</i>	80	8	6	44%	3%	Yes	No	27	N/A
<i>Para-Professionals</i>	133	51	8	N/A	N/A	N/A	N/A	N/A	N/A
<i>Office/Clerical</i>	100	82	6	57%	7%	No	Yes	N/A	1
<i>Skilled Craft</i>	692	14	43	11%	7%	Yes	Yes	59	7
<i>Service/Maintenance</i>	50	2	1	35%	11%	Yes	Yes	17	4

Previous data did not include paraprofessionals. A new pay plan allowed us to reorganize the classifications to better meet appropriate definitions. In 2002, FHWA changed their guidance for statistical data and requested MDT to track by race and gender. EEOC guidance only requires tracking if populations exceed 4%. MDT was able to make FHWA's requested changes on all charts with the exception of the Under Representation chart. The Census Bureau has not yet released available labor force figures by EEO category or classification. The only available labor force figures are from 1993. Since overall population figures for Blacks and Asians are less than 1 % and Hispanics are only 2%, MDT had elected to continue with 1993 figures until the new labor force census data becomes available.

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MONTANA DEPARTMENT OF TRANSPORTATION
SEPARATION TOTALS
01/01/03 THRU 11/19/03

DATE: 11/19/03

EEO CATEGORY	ALL EMPLOYEES		MALE				FEMALE					
	MALE	FEMALE	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
OFFICIALS/ADMINISTRATORS	1	2	3	1	0	0	0	0	2	0	0	0
PROFESSIONALS	18	10	28	18	0	0	0	0	10	0	0	0
TECHNICIANS	31	7	38	31	0	0	0	0	7	0	0	0
PROTECTIVE SERV. WORKERS	7	1	8	6	0	0	0	1	1	0	0	0
PARAPROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	0	2	2	0	0	0	0	0	2	0	0	0
SKILLED CRAFT WORKERS	20	0	20	18	0	0	0	2	0	0	0	0
SERVICE/MAINTENANCE	1	0	1	1	0	0	0	0	0	0	0	0

TOTALS	78	22	100	75	0	0	0	3	22	0	0	0	0		
	ALL EMPLOYEES			MALE					FEMALE						
REASON	MALE FEMALE TOTAL			WHITE		SPANISH SURNAME		ASIAN AMERICAN	NATIVE AMERICAN	WHITE		BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
FORCE CUT	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0
FOR CAUSE	1	1	2	1	0	0	0	0	0	1	0	0	0	0	0
DECEASED	5	0	5	4	0	0	0	1	0	0	0	0	0	0	0
PERSONAL REASONS	7	5	12	5	0	0	0	2	5	0	0	0	0	0	0
ATTEND SCHOOL	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
OTHER EMPLOYMENT	10	5	15	10	0	0	0	0	5	0	0	0	0	0	0
RETIREMENT	46	8	54	46	0	0	0	0	8	0	0	0	0	0	0
ILLNESS	1	1	2	1	0	0	0	0	1	0	0	0	0	0	0
OTHER REASONS	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0
VOLUNTARY	5	1	6	5	0	0	0	0	1	0	0	0	0	0	0
TOTALS	78	22	100	75	0	0	0	3	22	0	0	0	0	0	0

Five Year Goals Chart

EEO4 Categories	2004					2005					2006					2007					2008				
	A I		Hispanic			Fem		Hispanic			Fem		Hispanic			Fem		Hispanic			Fem		Hispanic		
	M	F	M	F	F	M	F	M	F	F	M	F	M	F	F	M	F	M	F	F	M	F	M	F	F
Officials/Administrators	1	0	0	0	1	1	0	0	0	0	1	1	0	0	0	1	0	0	0	0	1	0	0	0	1
Professionals	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	0	0	4
Technicians	1	0	1	1	2	1	2	1	1	1	6	2	1	0	1	6	2	1	0	0	6	1	0	0	2
Protective Services	0	0	0	0	0	0	1	0	0	0	2	1	0	0	0	1	1	0	0	0	1	0	0	0	0
Paraprofessional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	0	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	1	0	0
Skilled Craft	1	0	1	0	1	0	0	1	1	1	4	0	1	1	0	3	0	1	1	0	3	1	0	0	1
Service Maintenance	1	0	0	0	1	1	1	0	1	1	1	0	1	1	0	1	0	1	1	0	1	1	0	0	1

A I = American Indians

NOTE: Montana's population figures for Black and Asian Americans is only .3% and .6% it is unreasonable to attempt to establish any meaningful goals. When MDT employs Black or Asian American persons, those statistics will be included in our statistical database.

JOB CATEGORY	ALL	BLACK		HISPANIC		NATIVE AMERICAN		ASIAN AMERICAN		NON-MINORITY	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
OFFICIALS AND ADMINISTRATORS											
# OF EMPLOYEES	29	0	0	0	0	0	0	0	0	26	3
# OF HOURS	1,257.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	980.50	277.00
% OF EMPLOYEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.66	10.34
PROFESSIONALS											
# OF EMPLOYEES	701	0	0	0	0	9	3	4	0	542	143
# OF HOURS	29,792.00	0.00	0.00	0.00	0.00	377.50	236.00	206.00	0.00	24,077.00	4,895.50
% OF EMPLOYEES		0.00	0.00	0.00	0.00	1.28	0.43	0.57	0.00	77.32	20.40
TECHNICIANS											
# OF EMPLOYEES	381	0	0	2	1	4	2	3	1	257	111
# OF HOURS	12,906.00	0.00	0.00	26.00	87.50	154.00	61.00	236.50	20.00	9,433.50	2,887.50
% OF EMPLOYEES		0.00	0.00	0.52	0.26	1.05	0.52	0.79	0.26	67.45	29.13
PROTECTIVE SERVICE											
# OF EMPLOYEES	96	0	0	2	0	4	1	1	0	81	7
# OF HOURS	7,913.00	0.00	0.00	224.00	0.00	153.00	236.50	8.00	0.00	6,680.00	611.50
% OF EMPLOYEES		0.00	0.00	2.08	0.00	4.17	1.04	1.04	0.00	84.38	7.29
PARAPROFESSIONALS											
# OF EMPLOYEES	14	0	0	0	0	0	0	0	0	9	5
# OF HOURS	413.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	288.00	125.50
% OF EMPLOYEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.29	35.71
OFFICE/CLERICAL											
# OF EMPLOYEES	56	0	0	0	2	0	2	0	0	8	44
# OF HOURS	783.00	0.00	0.00	0.00	31.00	0.00	16.00	0.00	0.00	70.00	666.00
% OF EMPLOYEES		0.00	0.00	0.00	3.57	0.00	3.57	0.00	0.00	14.29	78.57
SKILLED CRAFT											
# OF EMPLOYEES	749	3	0	3	0	42	2	1	0	666	32
# OF HOURS	24,255.50	50.00	0.00	190.00	0.00	1,327.50	160.00	28.00	0.00	20,341.50	2,158.50
% OF EMPLOYEES		0.40	0.00	0.40	0.00	5.61	0.27	0.13	0.00	88.92	4.27
SERVICE MAINTENANCE											
# OF EMPLOYEES	54	0	0	0	0	0	1	1	0	45	7
# OF HOURS	1,024.50	0.00	0.00	0.00	0.00	0.00	79.00	8.00	0.00	879.00	58.50
% OF EMPLOYEES		0.00	0.00	0.00	0.00	0.00	1.85	1.85	0.00	83.33	12.96
AGENCY TOTALS											
# OF EMPLOYEES	2,080	3	0	7	3	59	11	10	1	1,634	352
# OF HOURS	78,345.00	50.00	0.00	440.00	118.50	2,012.00	788.50	486.50	20.00	62,749.50	11,680.00
% OF EMPLOYEES		0.14	0.00	0.34	0.14	2.84	0.53	0.48	0.05	78.56	16.92

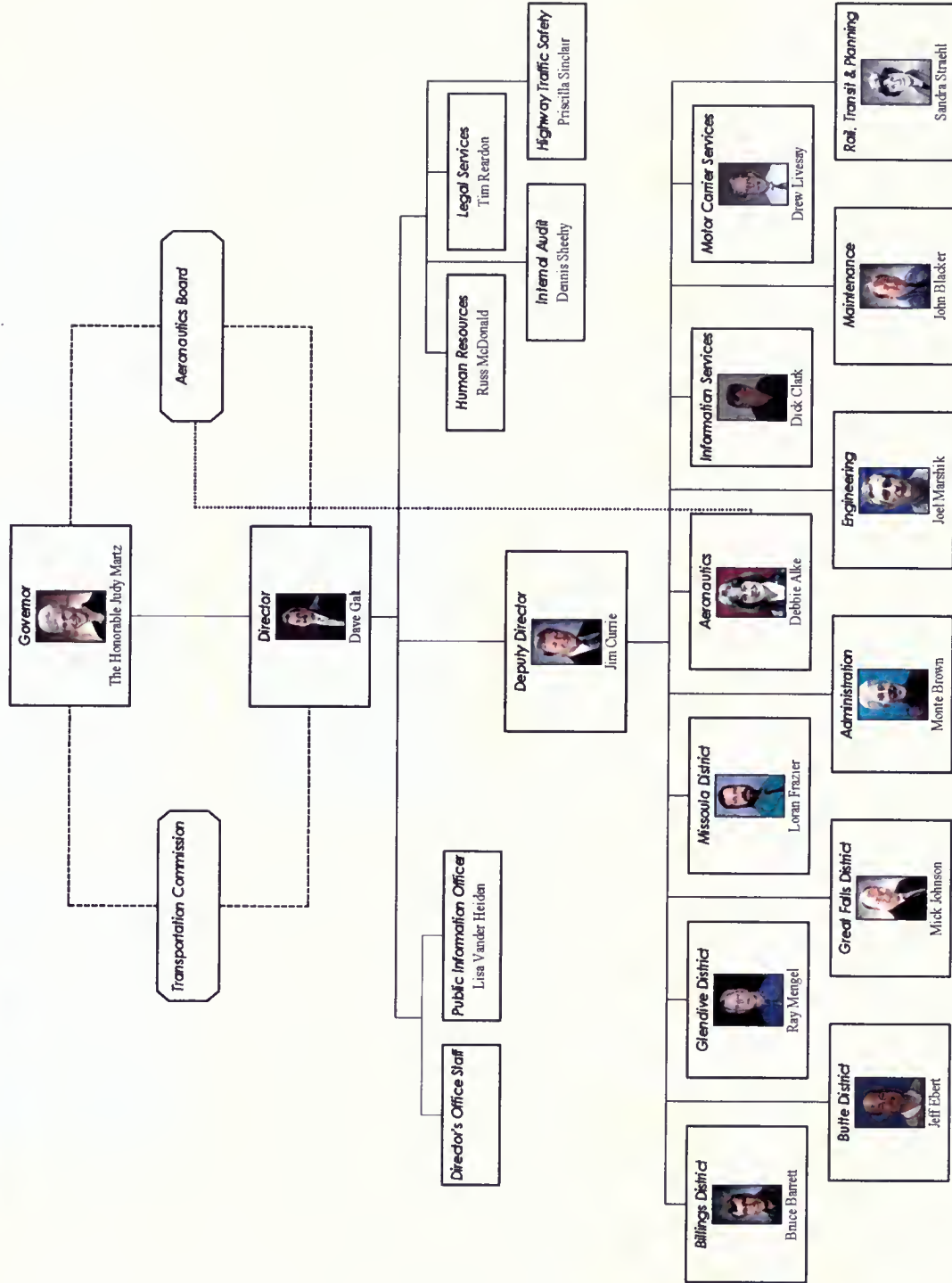
***PLEASE NOTE THAT THE NUMBER OF EMPLOYEES COUNTED IN THIS REPORT INCLUDE SEASONAL AND TEMPORARIES**

2002 MDT EEO ANNUAL SALARY REPORT (FULL TIME EMPLOYEES)

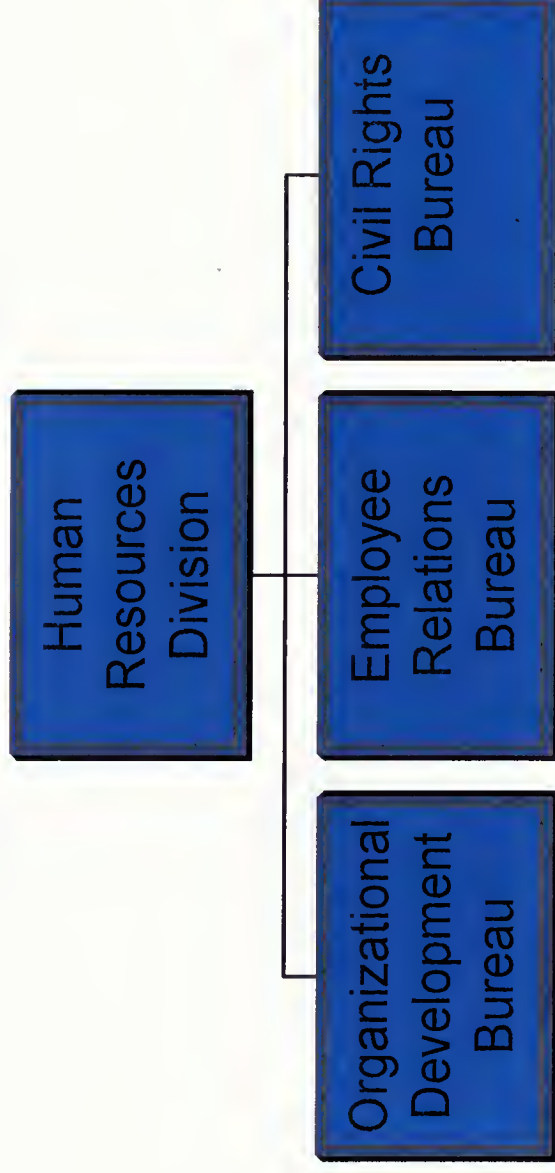
	MALE							FEMALE						
	NATIVE							NATIVE						
SALARY (THOUSANDS)	TOTAL	WHITE	BLACK	SPANISH	ASIAN	AMERICAN	OTHER	WHITE	BLACK	SPANISH	ASIAN	AMERICAN	OTHER	
OFFICIAL/ADMINISTRATORS														
0.1 - 54.9	1	1	0	0	0	0	0	0	0	0	0	0	0	
55.0 - 69.9	20	17	0	0	0	0	0	3	0	0	0	0	0	
70.0 PLUS	17	16	0	0	0	0	0	1	0	0	0	0	0	
SUB-TOTALS	38	34	0	0	0	0	0	4	0	0	0	0	0	
PROFESSIONALS														
0.1 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	
20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	
25.0 - 32.9	52	28	0	1	1	1	0	19	0	0	0	0	0	
33.0 - 42.9	260	189	0	0	1	5	0	63	0	0	0	1	0	
43.0 - 54.9	293	238	0	0	1	3	0	51	0	0	0	2	0	
55.0 PLUS	97	82	0	0	1	0	0	14	0	0	0	1	0	
SUB-TOTALS	702	537	0	1	4	9	0	147	0	0	0	4	0	
TECHNICIANS														
0.1 - 19.9	20	8	0	0	0	0	0	10	0	0	0	0	0	
20.0 - 24.9	42	20	0	0	0	0	0	21	0	0	1	0	0	
25.0 - 32.9	140	89	0	0	1	3	0	45	0	0	0	2	0	
33.0 - 42.9	71	56	0	0	0	1	0	14	0	0	0	0	0	
43.0 PLUS	46	40	0	1	0	0	0	5	0	0	0	0	0	
SUB-TOTALS	319	213	0	1	1	4	0	95	0	0	1	2	0	
PROTECTIVE SERVICES														
0.1 - 24.9	16	13	0	1	0	0	0	1	0	0	0	1	0	
25.0 - 32.9	37	31	0	1	1	0	0	4	0	1	0	0	0	
33.0 PLUS	27	23	0	0	0	3	0	1	0	0	0	0	0	
SUB-TOTALS	80	67	0	2	1	3	0	6	0	1	0	1	0	
PARAPROFESSIONAL														
20.0 - 24.9	1	1	0	0	0	0	0	0	0	0	0	0	0	
25.0 - 32.9	3	0	0	0	0	0	0	3	0	0	0	0	0	
33.0 - 42.9	4	2	0	0	0	0	0	2	0	0	0	0	0	
55.0- -69.9	6	6	0	0	0	0	0	5	0	0	0	0	0	
		9	0	0	0	0	0	10	0	0	0	0	0	
OFFICE/CLERICAL														
0.1 - 15.9	1	0	0	0	0	0	0	1	0	0	0	0	0	
16.0 - 19.9	10	2	0	0	0	0	0	8	0	0	0	0	0	
20.0 - 24.9	18	3	0	0	0	0	0	12	0	2	0	1	0	
25.0 PLUS	7	0	0	0	0	0	0	7	0	0	0	0	0	
SUB-TOTALS	36	5	0	0	0	0	0	28	0	2	0	1	0	
SKILLED CRAFT														
0.1 - 24.9	68	47	0	1	0	4	0	15	0	0	0	1	0	
25.0 - 32.9	290	263	2	0	1	14	0	9	0	0	0	1	0	
33.0 - 42.9	348	323	0	2	0	19	0	4	0	0	0	1	0	
43.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	706	633	2	3	1	37	0	28	0	0	0	3	0	
SERVICE MAINTENANCE														
0.1 - 24.9	1	1	0	0	0	0	0	0	0	0	0	0	0	
25.0 - 32.9	42	35	0	0	1	0	0	7	0	0	0	0	0	
33.0 PLUS	16	15	0	0	0	0	0	0	0	0	0	1	0	
SUB-TOTALS	59	51	0	0	1	0	0	7	0	0	0	1	0	



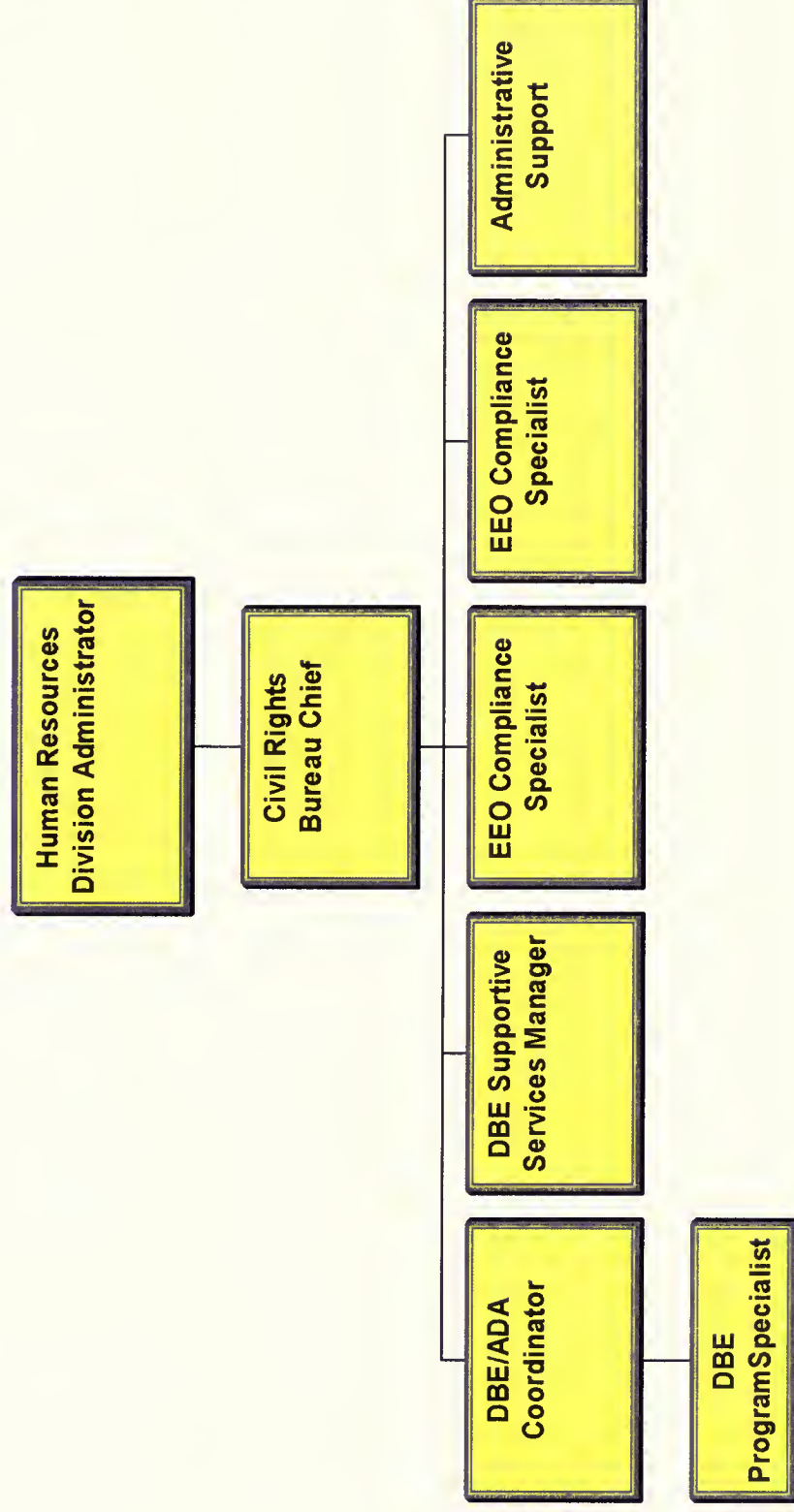
Montana Department of Transportation



Human Resources Organizational Chart



Civil Rights Bureau Organizational Chart





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